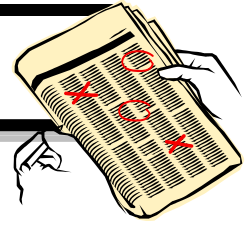


Name _____

Date _____

What Does the Ad Say?



Introduction: The classified section of newspapers is one source of job leads. In order to match your skills with the employer's requirements, you need to be able to read and decipher the ad. Some ads contain abbreviations to save space and, therefore, money. Some ads use abbreviations which are common to the advertised profession, such as RN (registered nurse) or LPN (licensed practical nurse). The ads below contain abbreviations more commonly found in general help wanted ads. Refer to the Common Abbreviations list for help in deciphering these ads.

Directions: Read the following ads and rewrite the ads without using abbreviations.

- A. Delivery Person. P/T, exp. and CDL. required, M-F, call 999-1234 bet. 9-11 am.

- B. Dishwasher. Wkend, min. wage, perm. pos., nts. only.

- C. Receptionist. P/T, M-F, exp. pref., wage DOE, call Cindy for an appt. aft. 1 pm.

- D. Auto Glass Installer. Local agcy., exp. pref. but will train, \$6.75 min. wage, CDL req., empl. fee 1½ wks. salary.

- E. RV Technician. Two years exp. req., M-F, F/T, comp. wages, DL required, ASE. certification a plus.

- F. Ranch Hand. \$500/mo. plus house & utils., exp. with cow/calf oper. plus, yr. round.

- G. CNA needed. If you're looking for a new oppty., contact us; flex. sched., affordable health ins., inc. pay for extra hours. EOE.

- H. Dental Asst. Exp. pref, but not necessary, F/T & P/T, salary DOE, bnfts., alternate Sat.

- I. Proof Encoder. Wage is \$7.16/hr. with shift diff., must have 10-key by touch w/a score of 140 SPM, shifts are M-W-F, 5-10 pm or M-T-Th, 5-10 pm.

- J. P/T Clerk needed for large co. Fee pd, min. wage, Word req., multi-line phone exp. req., M-F, refs. req.

- K. Child Care Worker. Need immed., M-F, aft., \$250/wk., NFP bus.

- L. Outside salesman, farm equipment co., \$8/hr + comm., some eve. and wkend, 401K.

- M. Home Health Care. Eve., M-F, own transp., min. wage with adv. potential, nursing assistant exp. req., GED or high school diploma.

- N. Jewelry Sales Manager. Travel req., salary + bonus, great bnfts., training provided, F/T, perm. pos., DL req.

- O. Bookkeeper. Needed immed. for prof. office in great co., GL and AR/AP exp. req., sal. depends on exp.

- P. Appointments Clerk. Aft., M-F, two Sat./mo. max., sal. DOE, ins. provided, no exp. necessary will train.